

# PUBLIC ACCESS ROOM

# NEWSLETTER

A division of the Legislative Reference Bureau

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## Legislative Timetable

### January

14<sup>th</sup> Prefiling of Bills.  
21<sup>st</sup> Opening Day.  
26<sup>th</sup> State-of-the-State Address.  
28<sup>th</sup> Last day for introduction of bills.

### February

20<sup>th</sup> First Lateral.

### March

5<sup>th</sup> First Decking - last day to file non-budget bills.  
9<sup>th</sup> Last day to file budget bills.  
11<sup>th</sup> First Crossover.  
16<sup>th</sup> - 22<sup>nd</sup> Mandatory 5-day recess.  
24<sup>th</sup> Last day to introduce substantive resolutions.  
25<sup>th</sup> Second Lateral.

### April

7<sup>th</sup> Last day for floor presentations.  
8<sup>th</sup> Second Decking - last day to file bills in non-originating body.  
15<sup>th</sup> Second Crossover - last day to disagree.  
16<sup>th</sup> First Crossover for Concurrent Resolutions.  
22<sup>nd</sup> Deadline for final form of constitutional amendments.  
26<sup>th</sup> Second Crossover for Concurrent Resolutions.  
29<sup>th</sup> Last day to file non-fiscal bills to deck for Final Reading.  
30<sup>th</sup> Last day to file fiscal bills to deck for Final Reading.

### May

6<sup>th</sup> Adjournment Sine Die.

## RESOLUTIONS & CERTIFICATES

Resolutions adopted by the Legislature do not have the force of law as do enacted bills.

Nevertheless, resolutions are important since the Legislature uses them to express its sentiments, to state its policy and intent, to provide direction, or to request a particular action, such as to request an agency to study a proposal or problem and report back to the Legislature. Unlike bills, which can carry over from an odd-numbered session to the next (which is to say, all those which were not passed into law or vetoed during the first year of the biennium), resolutions do not carry over. Resolutions are printed and distributed in the same manner as bills. Upon adoption, resolutions are transmitted to the individuals, officers, agencies, or other concerned parties cited within the body of the documents. Copies of adopted resolutions are certified by the presiding officer and the clerk of either or both chambers.



A resolution's *subject matter* can be categorized into two groups: **Substantive** and **Non-Substantive**.

**Substantive Resolutions** are used to state official positions on an issue or to request action formally without having to mandate it by law. Typically, these resolutions will be introduced as companions in the form of both a Simple Resolution and Concurrent Resolution. This is done so that if one body does not agree with the other, they can still express their stance or request action as a single chamber.

**Non-Substantive Resolutions** congratulate, commemorate or convey the condolences of the Legislature or the House and/or Senate, specifically. These resolutions usually take the form of a Simple (or Single House) Resolution. Recently, the use of Certificates has been encouraged for these purposes, instead of resolutions. (see also Certificates)

The Hawaii State Legislature employs two types of resolutions: **Simple Resolutions** (Single Chamber or Single House Resolutions) and **Concurrent Resolutions**.

**Simple Resolutions** are used to state the position of one chamber only, unlike Concurrent Resolutions, and do not “crossover” to the other body for consideration. Documents whose numbers begin with ‘S.R.’ are Senate resolutions; ‘H.R.’ denotes House resolutions. These useful documents can state the position of their chamber, request actions such as agency studies, provide direction, etc. Because they are single-chamber documents, they only require passage by the chamber of origin, on a single reading, in order to become official statements of that chamber. Resolutions are typically referred to a standing committee for initial consideration. That committee makes its recommendations, which are then acted upon during floor sessions.

**Concurrent Resolutions**, (indicated as ‘S.C.R.’ for Senate Concurrent Resolutions and ‘H.C.R.’ for House Concurrent Resolutions) make official statements of position, request actions, etc., without the rigorous requirements that are called into play for the passage of laws. Typically, they may urge the United States Congress, the Governor, or some State agency to take a particular action or study a problem. However, on some occasions the Legislature is *required* to adopt a Concurrent Resolution for particular actions. An example of this can be found in HRS 266-19, relating to private financing of harbor improvements: “[T]he department of transportation shall obtain legislative approval in the form of the adoption of a concurrent resolution affirming the purpose...”

Although Concurrent Resolutions can be voted upon and adopted immediately upon introduction, they are usually referred to a standing committee for consideration and recommendations. Voting typically occurs after the concurrent resolution is reported out of the committee, which recommends adoption of the measure.

Concurrent resolutions require passage on a single reading in each house (as opposed to the three readings required for a bill). After a Concurrent Resolution is adopted by the house of origin, it is transmitted (or ‘crosses over’) to the other chamber for consideration. The non-originating chamber follows a procedure similar to that in the originating body, often referring the measure to a committee for consideration before floor votes are considered. Concurrent Resolutions must be adopted by both houses to become official statements of the Legislature. If a measure is amended by the non-originating chamber, it must be returned to the house of origin for that body’s concurrence. On rare occasions, Concurrent Resolutions may also be referred to a conference committee to negotiate a compromise on the language of the resolution.

**Certificates:** The Senate prohibits the introduction of congratulatory, commemorative, and memorial resolutions. As a result, these expressions of sentiment may be made by means of a suitable certificate (Senate rule 61). In the House of Representatives, the Speaker may authorize the issuance of congratulatory certificates in the name of the House when a request has been issued by a member (House rule 44.3). On matters of condolence, however, the House often prepares formal and personalized letters on official House stationery, instead of using Certificates.

Language used in certificates can be drafted by any person or agency. However, legislative staff members should check with their Clerk’s office or the Majority Staff office of their chamber for details about procedures for preparing and presenting certificates.

The use of certificates has resulted in less paper processing, and in saving valuable floor time for the more substantive business of the Legislature. Too, the certificates, which are individually formatted on official parchment forms designed specifically for framing, are more impressive in appearance than printed resolutions. Moreover, they can be issued at any time, even during the interim periods between sessions, since floor action is not required for their issuance.

## LEGISLATIVE CALENDAR EVENTS

Following are the Legislative deadlines from the 20<sup>th</sup> of February until the 25<sup>th</sup> of March.

### **February 20<sup>th</sup> (Friday) FIRST LATERAL: Last Day to Move Bills to a Final Committee**

A majority of the bills that are introduced are referred to more than one committee. Based upon a given bill's referral, a hearing must take place and decision making must occur in all but the last committee by this date. This deadline is called "**First Lateral**" (lateral is used to describe the "sideways" movement from committee to committee within a chamber, as opposed to the "forward" movement from the House to the Senate and vice versa). In order for bills to remain alive, the measures must move to their final referral committee by this date.

### **March 5<sup>th</sup> (Friday) FIRST DECKING: Last Day to Deck Bills for Third Reading in the Originating Body**

On or before this date, all bills must be presented to the members of the House or Senate in the final form in which they are intended to be passed.

*"No bill shall pass third or final reading in either house unless printed copies of the bill in the form to be passed shall have been made available to the members of that house for at least forty-eight hours".* Hawaii State Constitution, Article III, Section 15

### **March 11<sup>th</sup> (Thursday) FIRST CROSSOVER: Last Day for the Third Reading in the Originating Body**

This is the last day for a final vote to be taken in the chamber of origin before passing the bill on to the other chamber. During First Crossover, all House bills must cross over to the Senate and all Senate bills must cross over to the House.

### **March 16<sup>th</sup> (Tuesday) through March 22<sup>nd</sup> (Monday) MANDATORY 5 DAY RECESS**

During each Legislative session, there is a constitutionally mandated five-day recess. During this time, no formal action takes place on the floor. This is an opportunity for the legislators to conduct community meetings with their constituents to discuss current issues. This time also gives the public an opportunity to review the bills that have been introduced during session. The Legislature also maintains the right to schedule additional recess days throughout the Legislative session.

### **March 24<sup>th</sup> (Wednesday) LAST DAY TO INTRODUCE SUBSTANTIVE RESOLUTIONS**

A Substantive Resolution requests action or states the position of the House and/or Senate on a given issue. This date marks the last day legislators may introduce Substantive Resolutions.

### **March 25<sup>th</sup> (Thursday) SECOND LATERAL: All Bills to Final Committee in the Non-originating Bodies**

On this date, all Senate bills that have House referrals, and all House bills that have Senate referrals, are required to move into their final committees in order to remain alive.

# PAR WORKSHOPS

**The Public Access Room of the Hawaii State Legislature hosts a series of workshops for the public on a number of topics that pertain to the legislature. Listed below are the workshops that are available. If you are interested in attending any of the scheduled workshops for February, please contact the Public Access Room at 587-0478. The workshops will be held in the Public Access Room (room 401 in the State Capitol) and seating is limited so sign up soon.**

**Legislative Process** – Learn about the Legislative Timetable, Deadlines, Readings, Conference Procedures, and internal rules of the House and Senate.

**Useful Internet Sites** – Learn about the research tools available on-line including the legislature's website and the State government website.

**How to Lobby and Testify** – Learn some useful tips and strategies for successful lobbying and advocacy. Learn how to write effective testimony as well as protocols and rules for submission.

**Reading and Understanding Legislative Documents** – Learn how to read and understand legislative documents including Orders of the Day, Hearing Notices, Bills and Resolutions, Referral Sheets, Journals and Governor's Messages.

## March Workshop Schedule

March 9	Process	1:00 pm
March 9	Internet	5:00 pm
March 11	Testimony	1:00 pm
March 11	Documents	5:00 pm
March 16	Documents	1:00 pm
March 16	Process	5:00 pm
March 18	Internet	1:00 pm
March 18	Documents	5:00 pm
March 23	Testimony	1:00 pm
March 23	Internet	5:00 pm
March 25	Process	1:00 pm
March 25	Documents	5:00 pm
March 30	Documents	1:00 pm
March 30	Testimony	5:00 pm

## April Workshop Schedule

April 6*	Process	1:00 pm
April 6	Testimony	5:00 pm
April 8	Internet	1:00 pm
April 8	Documents	5:00 pm
April 13	Documents	1:00 pm
April 13*	Process	5:00 pm
April 15	Testimony	1:00 pm
April 15	Documents	5:00 pm

\* This workshop includes an in-depth explanation of conference procedures.

# How to get House and Senate Rules Online

1. Log onto the Legislature's website at: [www.capitol.hawaii.gov](http://www.capitol.hawaii.gov)

2. Click on the "House" Link.

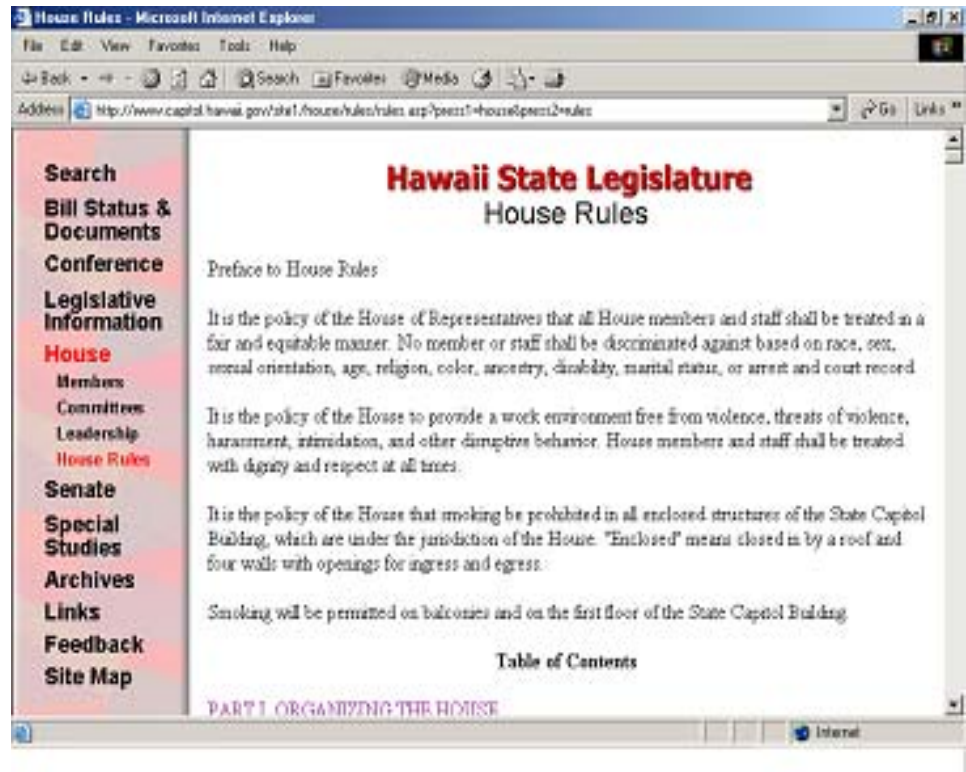


3. On the right-hand side, below the photograph, click on the link: "House Rules".



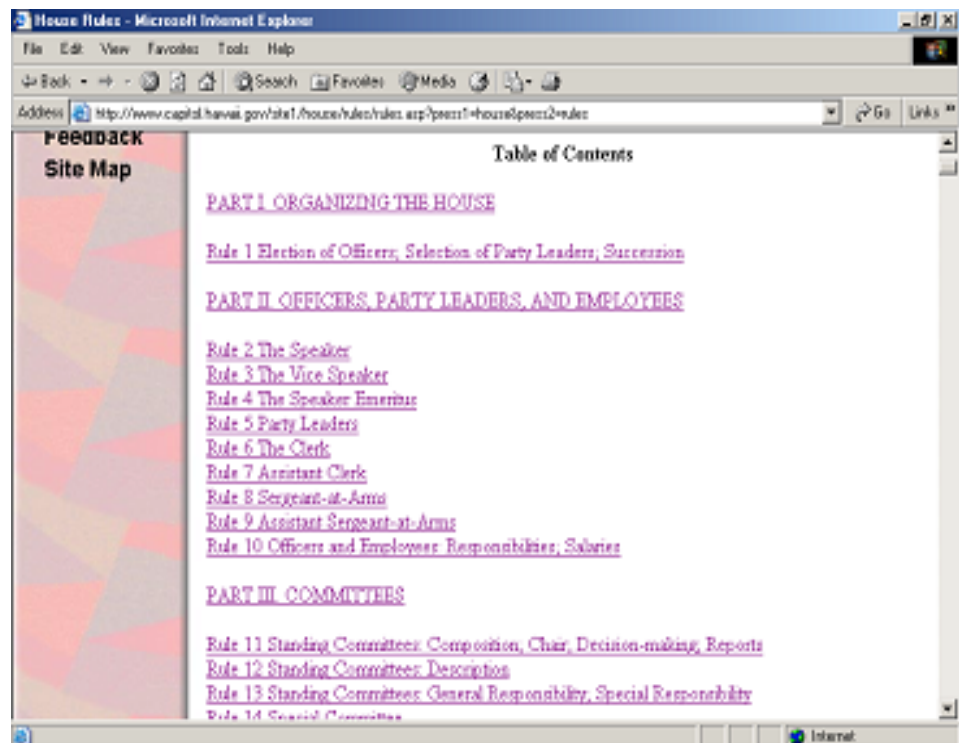


4. Once at the “House Rules” page, scroll down a short distance to view the “Table of Contents”.

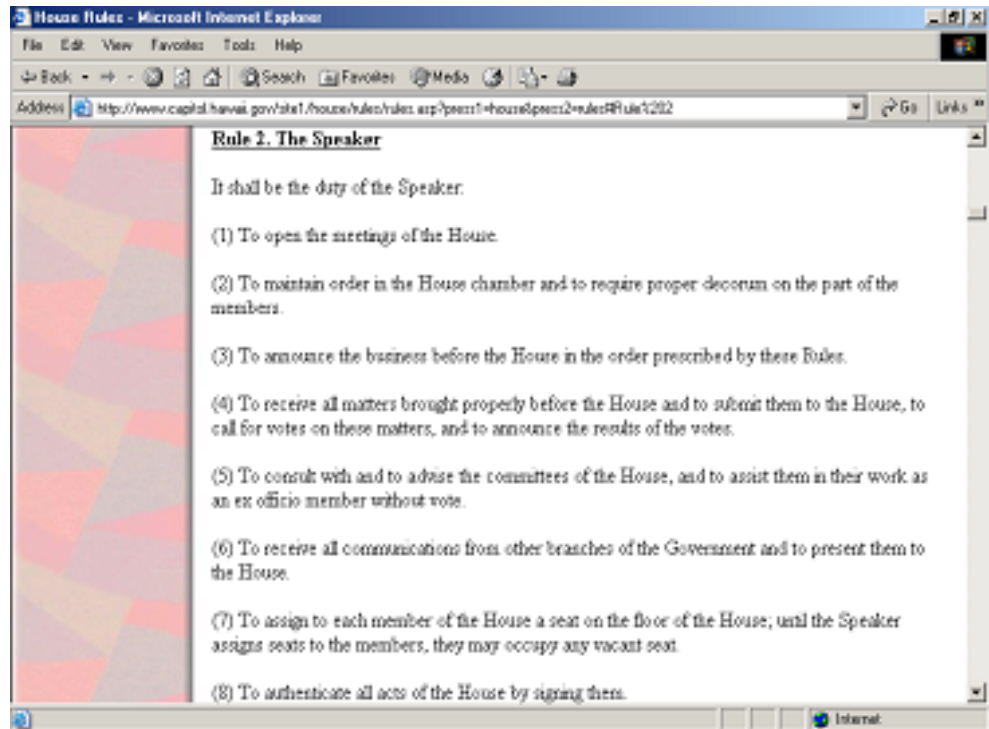


5. From the Table of Contents it is possible to click on any of the underlined subjects for further details.

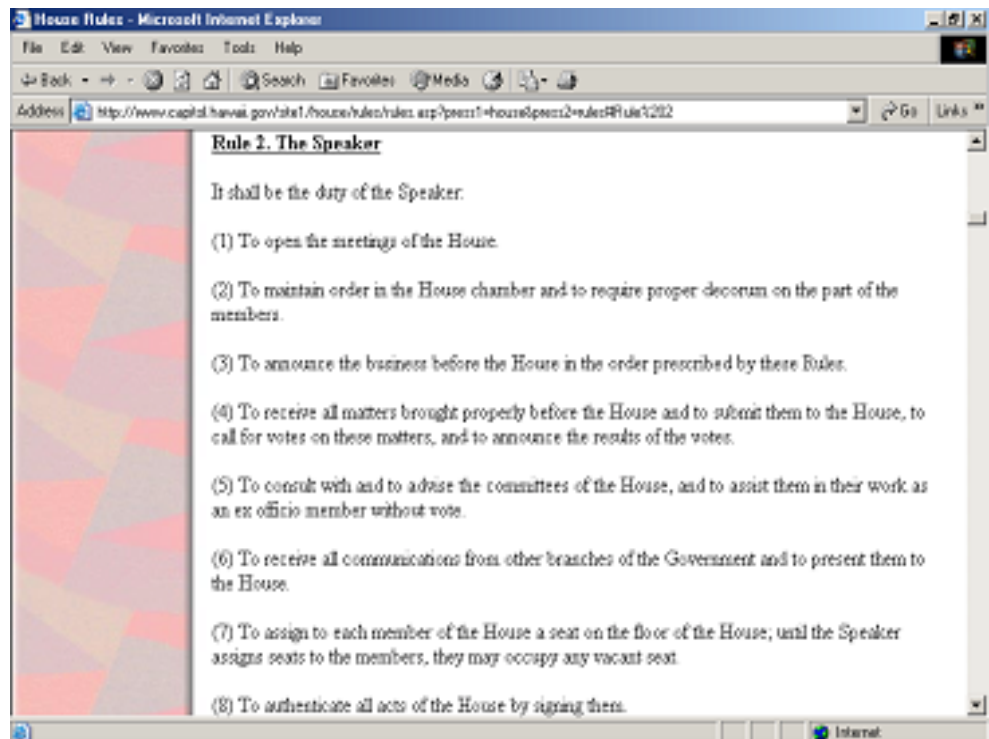
**Example:** To obtain the House Rules regarding the Speaker, click on the Line that reads: “Rule 2 The Speaker”



6. The resulting page will resemble the picture of the screen to the right .



7. If you wish to return to the Table of Contents, click the Back button on your web browser.



1. To access the rules for the Senate, first access the same Legislature website:  
[www.capitol.hawaii.gov](http://www.capitol.hawaii.gov)

2. From there, Click on the “Senate” link.



3. On the right-hand side, below the photograph, click on the “Senate Rules” Link.





4. This will take you directly to the Table of Contents for the Senate Rules.

Further navigation from this point should be relatively straight - forward.

